

ADS 331 - SMALL AND MICRO PURCHASES IN USAID/W

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Major Functional Series 300: Acquisition and Assistance
ADS Chapter 331 - SMALL AND MICRO PURCHASES IN USAID/W

331.1 Authority

1. The Office of Federal Procurement Policy (OFPP) Act of 1974 ([Pub. L. 93-400](#)), as amended by [Pub. L. 96-83](#).
2. [OFPP Policy Letter 85-1, Federal Acquisition Regulations System](#), dated August 19, 1985.
3. [Foreign Assistance Act of 1961, as amended, Section 621\(b\)](#)
4. [Executive Order 11223](#)

331.2 Objective

This chapter contains the policies and essential procedures for procurements at or below the Simplified [Acquisition](#) Threshold (SAT), which is currently \$100,000 (**See Mandatory Reference, [FAR 2.101](#)**), including micropurchases.

331.3 Responsibility

1. Procurement Executive: (**See Mandatory References, [Federal Acquisition Regulation \(FAR\) 2.101](#) and [USAID Acquisition Regulation \(AIDAR\) 702.170-13](#) for a description of the Procurement Executive's authorities and organizational placement in the Agency's Management structure.**) The procurement executive is responsible for:
 - a. Management direction of USAID's procurement system, including implementation of USAID's unique procurement policies, regulations, and standards. (**See Mandatory References, [FAR 1.3](#) and [AIDAR 701.3](#)**)
 - b. Overseeing the development of the system, evaluating system performance in accordance with approved criteria, and certifying to the Administrator, through the Assistant Administrator for Management, that the USAID procurement systems meets approved criteria.
 - c. Selecting and appointing contracting officers and terminating their appointments.
 - d. Exercising, in person or by delegation, other authorities as stated in the Federal and USAID Acquisition Regulations (**See Mandatory References, [FAR Subparts 1.4 and 1.6](#), and [AIDAR Subparts 701.4 and 701.6](#)**)
 - e. Approving contractor salaries exceeding the maximum for Executive Service level 6.
2. Bureau for Management, Office of Procurement (M/OP) is

responsible for providing or procuring all operational support, commodities, and/or services for USAID/W units and personnel within specified authorities and limitations.

3. The Agency Program Coordinator of the GSA Smart Pay Purchase Card Program is responsible for implementing and administering the credit card program within the Agency, both in domestic and overseas operations, and also serves as the primary liaison with the General Services Administration (GSA) and the contractor (bank) on matters related to the overall program management. The Agency Program Coordinator is a staff member of the Office of Procurement, Office of the Director (M/OP/OD.)

4. The [Approving Official](#) is responsible for establishing purchase limits for cardholders, based on budget considerations; for monitoring credit card purchases when notified that office purchases have reached 80% of the monthly office limit; and administering the monthly reconciliation process for each Cardholder account and approval of payment.

331.4 Definitions (See [ADS GLOSSARY](#))

ACQUISITION
AGENCY HEAD
APPROVING OFFICIAL
CERTIFICATE OF APPOINTMENT (SF 1402)
CONTRACT
CONTRACT ADMINISTRATION OFFICE
CONTRACTING ACTIVITY
CONTRACTING OFFICE
CONTRACTING OFFICER
DELEGATION OF AUTHORITY
EXPENDABLE SUPPLIES
HEAD OF THE AGENCY
HEAD OF CONTRACTING ACTIVITY (HCA)
INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION
CARD(IMPAC)
MICRO PURCHASES
OFFER
SIMPLIFIED ACQUISITION PROCEDURES (SAP)
SIMPLIFIED ACQUISITION THRESHOLD (SAT)
SUPPLIES
WARRANT

331.5 POLICY

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

331.5.1 AUTHORIZED VERSUS UNAUTHORIZED COMMITMENTS

Regardless of the source of funds, only individuals with contracting authority shall enter into a contract on behalf of USAID, or authorize or direct a vendor or contractor to provide supplies or perform work. Any person other than an officially designated contracting officer who requests, authorizes, or directs a vendor or contractor to provide supplies or perform work directly violates Agency policy, and shall be subject to personal financial liability for any expenses incurred.

E331.5.1 Authorized Versus Unauthorized Commitments - N/A

331.5.2 PROCUREMENT AUTHORITY

SIMPLIFIED ACQUISITION PROCEDURES: The procurement executive has delegated limited contracting authority to individuals in the Bureau for Management, Office of Procurement (M/OP) who solely execute Simplified Acquisitions Procedures (SAP) transactions as follows.

a) Authority to execute procurement actions on the open market up to \$100,000 for supplies and services. The \$100,000 ceiling applies to the cost of supplies and services exclusive of the cost of transportation and other accessorial costs if their destination is outside the United States **(See Mandatory Reference, [AIDAR 713.000](#))**.

b) Unlimited authority when ordering against the General Services Administration (GSA) or other established U.S. Government ordering agreements.

MICRO PURCHASES: The micro purchase threshold is currently \$2,500 per transaction **(See Mandatory Reference, [FAR 2.101](#))**. All warranted contracting officers are authorized to execute micro purchases. Appointed non-procurement personnel may be issued a U.S. Government Credit Card and given authority to procure goods and services within the constraints of their individual office budgets and at predetermined credit limits not to exceed \$2,500 per transaction.

E331.5.2 Procurement Authority - N/A

331.5.3 USE OF THE GOVERNMENT PURCHASE AUTHORIZATION CARD

All operating expense funded procurements for commodities and services eligible for purchase on the card below \$2500 in value must be processed on those cards issued to cardholders within the respective offices and Bureaus and are not to be forwarded to M/OP for processing. Exceptions may be made by M/OP contracting officers responsible for Simplified Acquisition Procedures (SAP) only after review of the circumstances of each case in advance of the procurement. All Federal procurement regulations apply to procurements made by use of the purchase authorization card.

E331.5.3 Use of the Government Purchase Authorization Card

Individual purchases of \$2,500 or more will be processed through the A&A Applications small purchases **module of the New Management System (NMS)**. (See **Mandatory Reference, Interim Update, Series 500, #20, "Use of the Purchase Card in USAID/W Under \$2,500 Bureau/Office Administrative Budgets", dated May 13, 1999)**

331.5.4 CONFERENCE AND MEETING FACILITIES/SERVICES

RESERVED

E331.5.4 Conference and Meeting Facilities/Services

RESERVED

331.6 Supplementary Reference - N/A

331.7 Mandatory Reference

[Interim Update, Series 500, #20](#), "Use of the Purchase Card in USAID/W Under \$2,500 Bureau/Office Administrative Budgets," dated May 13, 1999

[FAR 1.3](#)

[FAR 2.101](#)

[FAR Subparts 1.4 and 1.6](#),

[AIDAR Subparts 701.3, .4 and 701.6](#)

[AIDAR 713.000](#)

[FAR 2.101](#)

[AIDAR 702.170-13](#)